

SECRET

SUMMARY OF RECORDS PROGRAM DEVELOPMENTS
REPORTED BY BOARD MEMBERS

- A. Recent DDP reviews have obsoleted 40 forms, DDS&T records disposition permitted return of 17 safes to supply for reissue, new DDI controls over printing and distribution of Agency reports eliminated from the volume of extra copies some 700 feet of excess material, and a review of the emergency Vital Records eliminated 100 feet from the DDP and 700 feet from the DDI collections. In the DDS a concurrence was obtained from DDP to dispose of some 2,200 feet of field station accounting files and 400 feet of headquarters vouchers more than 12 years old.
- B. During this period the annual inventory of office files was completed and showed a volume of 236,200 cubic feet in the Headquarters area. The actual net volume growth was small in each Directorate but additional emphasis will have to be given to reducing office volumes during the coming year.
- C. Besides the active office files and reference materials there are some 89,000 feet of semi-active material stored in the Agency Archives and Records Center. In this volume there was a net reduction of 1,200 cubic feet in the last six months. The installation of movable shelving at the Records Center is progressing satisfactorily since the change of sub-contractors and the arrival of engineers from the manufacturer's staff. The completion date is scheduled for June 1972.

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DDS/SSS/RAB:VJB:rf (14 Jan. 72)

Distribution:

- Orig - Adse, w/att
- 1 - ER, w/att
- 1 - DDS Chrono
- 1 - DDS Subject, w/att
- 1 - DDS/SSS/RAB Subject
- 1 - DDS/SSS/RAB Chrono